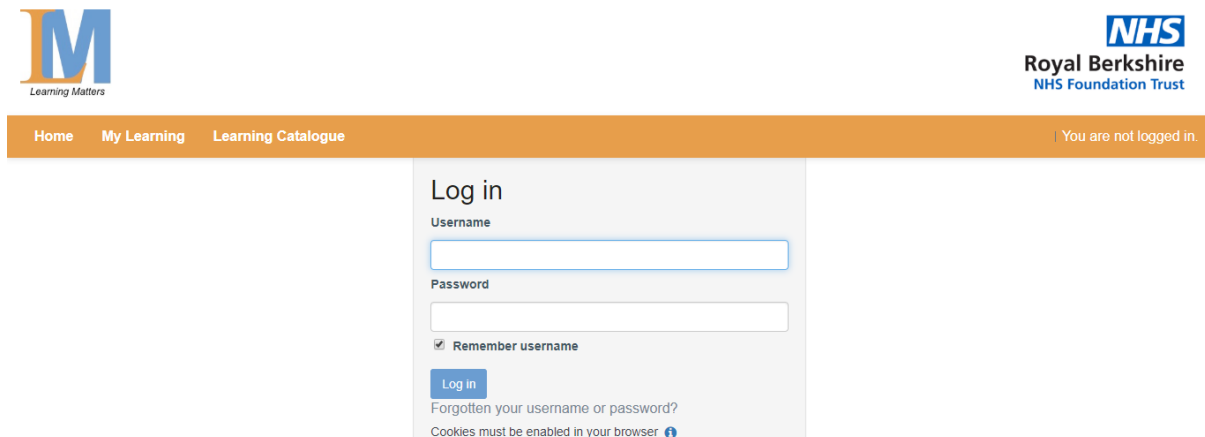


# Learning Matters Guide

## How to Access Learning Matters for the first time:

- Go to [www.learningmatters.royalberkshire.nhs.uk](http://www.learningmatters.royalberkshire.nhs.uk)
- Click on “forgotten username or password”



The screenshot shows the Learning Matters login page. At the top left is the Learning Matters logo. At the top right is the NHS Royal Berkshire NHS Foundation Trust logo. Below the logos is a navigation bar with links for Home, My Learning, and Learning Catalogue, and a status indicator 'You are not logged in.' The main content area is titled 'Log in' and contains a form with fields for Username and Password. There is a 'Remember username' checkbox and a 'Log in' button. Below the form are links for 'Forgotten your username or password?' and 'Cookies must be enabled in your browser'.

- Type in your trust email address e.g. [firstname.lastname@royalberkshire.nhs.uk](mailto:firstname.lastname@royalberkshire.nhs.uk) into the **USERNAME** section
- Click “search”

To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

### Search by username

Username

### Search by email address

Email address

- Then click “continue”

Please be certain you have the correct email address linked to your profile before clicking continue. If you are unsure or know your email is incorrect please contact [learningmatters@royalberkshire.nhs.uk](mailto:learningmatters@royalberkshire.nhs.uk) for assistance. If you do not have a trust email address please ask your manager to email [learningmatters@royalberkshire.nhs.uk](mailto:learningmatters@royalberkshire.nhs.uk) and the team will process this request as soon as possible.

When you select continue an email will be sent to your inbox with simple instructions on how to complete this password change.

The email you will receive is from a no-reply email address so please ensure you do not reply to that email as it will not be checked and your request will not be dealt with.

- You will receive a no reply email from Learning Matters with the link to then set your password.

# Completing eLearning

**\*\*Welcome to your Home Screen\*\***

1. This is where you can navigate through your Learning. These RAG (red, amber, green) blocks show you your compliance. Right now I am 100% non-compliant which means I have a lot of training I need to do.

2. To get to your required learning click "My Learning" on the top navigation bar. Or the "My Learning" tab under the RAG (red, amber, green) blocks.

**My Learning**  
Click here to view your required learning, compliance and update your portfolio here.

**Need help?**  
Click here to view our FAQs and find useful contact information.

Home My Learning My Reports Learning Catalogue

Home / Learner Dashboard

0% Compliant

0% Expires in 90 days

100% Non-compliant

Required learning All courses Classroom Bookings Portfolio

Complete In progress Not yet started Expired

Certification name	Status	Completion date	Course Name	Previous completions
Equality And Diversity- Level 2	Not yet started			0
Fire Safety- Level 2	Not yet started			0
Manual Handling- Level 3	Not yet started			0
Resuscitation- Adult Basic Life	Not yet started			0

CSV Export Print full log

Lucy Bennett  
lucy.bennett@royalberkshire.nhs.uk  
Preferences View profile

If you do not have a manager set for you in Totara yet or need to update this, please use the button below and follow the instructions on screen.  
Choose new manager

6. This is where you can select your manager. Doing this really helps us utilise all the functions on this system. Click "Choose a new manager" and enter the details of your current manager. Remember to change this should your manager change

3. This is your "Learner Dashboard". Here you can see what learning you have outstanding and need to complete under "Required Learning"

4. On your "Learner Dashboard" you can also find all the Classroom Bookings you have booked yourself onto

5. The "Portfolio" tab will allow you to upload any certificates or evidence of training you have acquired and want to provide

Required learning All courses Classroom Bookings Portfolio

All Complete In progress Not yet started Expired

Certification name	Status	Completion date	Course Name	Previous completions
Equality And Diversity- Level 2	Not yet started			0
Fire Safety- Level 2	Not yet started			0
Manual Handling- Level 3	Not yet started			0
Resuscitation- Adult Basic Life	Not yet started			0

CSV Export Print full log

7. Your "Required Learning" shows you everything you need to complete for your job role. This includes all Mandatory and Statutory training. Your "Status" will change depending on whether have completed, not started, or "in progress" toward completion.

8. As you can see I am non-compliant on my Equality and Diversity so let's complete this now!

9. Simply click onto the name of the course

Home My Learning My Reports Learning Catalogue Lucy Bennett

Home / Required Learning / Equality And Diversity- Level 2

## Equality And Diversity- Level 2

You are required to complete this program under the following criteria:

- Member of audience "

Your certification is in progress

Date assigned: 25 June 2019 Due date: 03 July 2019, 10:07 AM

⚡ Overdue!

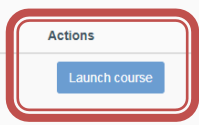
Progress:

### Original certification path

Equality & Diversity  
Any one course in this set must be completed.  
Allow at least 1 day(s) to complete this set.

Course name	Actions	Status	Mark complete
Equality and Diversity and Human Rights Level 1	Launch course	<input type="text" value="0%"/>	<input type="checkbox"/>

10. On this screen simply press "Launch Course"



Home My Learning My Reports Learning Catalogue Lucy Bennett

Home / My courses / Equality and Diversity and Human Rights Level 1 Turn editing on

## Equality and Diversity and Human Rights Level 1

Welcome to the Equality, Diversity & Human Rights course page. Below are the resources necessary to gain compliance. If there is a view icon this means you can click into the content to view it. When there is a tick in the right hand corner of the box you have successfully completed the activity but there may be others you need to do.

eLearning

Play

Certificate

View

**COURSE RATING**

★★★★★

0 stars | 0 reviews

You have not yet rated this course.

**ADMINISTRATION**

12. Click the Play button to launch the eLearning.

13. When you have completed the necessary activities to complete the course you will be able to access a certificate to print and use at your discretion.

14. You can rate the course on this page. Simply click the number of stars you would give this course.

11. This is the course page for Equality and Diversity. On this course there is only eLearning available- but some other courses may offer classroom learning, videos to watch, presentations to read through or a quiz. For most courses you will only have to complete one activity (such as eLearning)- however this is not always the case, so make sure you know what you're supposed to do to ensure you don't duplicate efforts.

## Equality, Diversity and Human Rights -Level 1 eLearning

ADMINISTRATION 

INFO

REPORTS

Number of attempts allowed: Unlimited  
Number of attempts you have made: 1  
Grade for attempt 1: 0%  
Grading method: Highest attempt  
Grade reported: 0%

15. When you click "Play" this page will load just to explain any previous attempts of this eLearning.

Enter

16. Click Enter to start the eLearning!



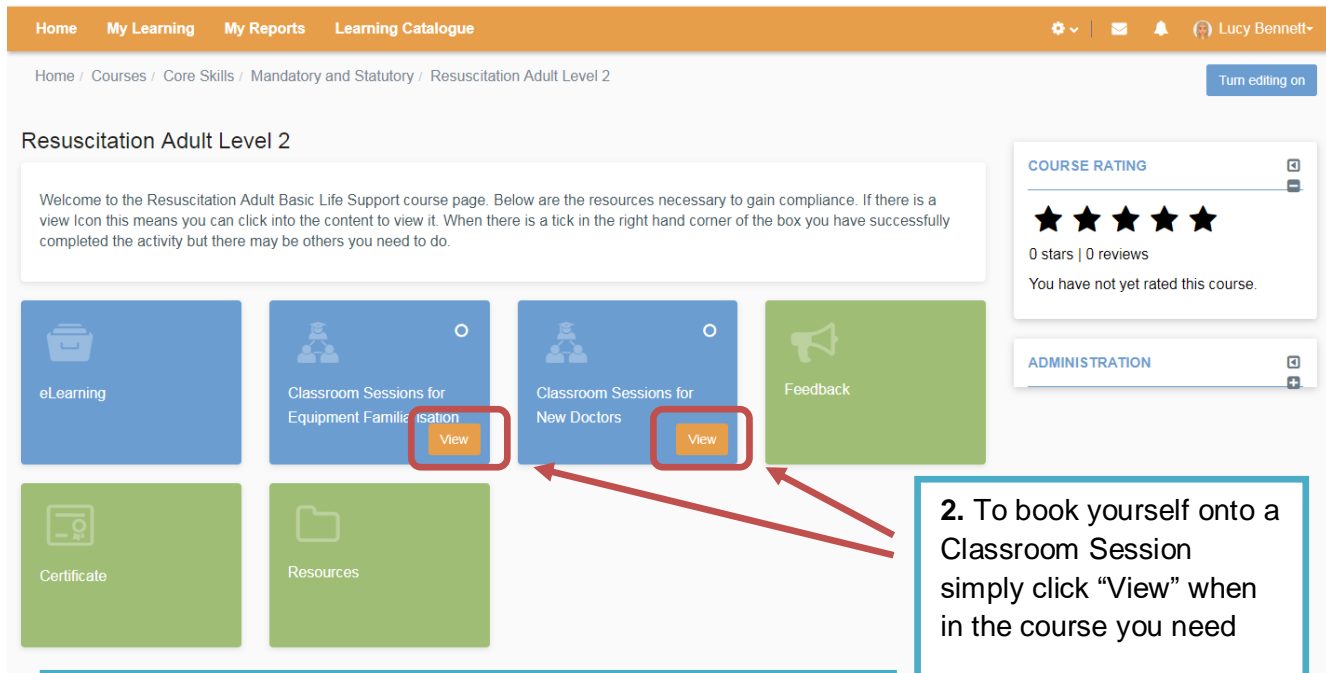
The content page features a blue header with a menu icon and the NHS Health Education England logo. The main area has a background image of colorful handprints. A purple box contains the title "Equality, Diversity and Human Rights" and a paragraph: "This e-learning session meets the statutory and mandatory training requirements and learning outcomes for Equality, Diversity and Human Rights Level 1 in the UK Core Skills Training Framework (UK CSTF)." Below this is a grey box titled "Instructions" with the text: "In order to complete this learning, visit each of the chapters shown below; a green tick appears on the Main".

ADMINISTRATION 

17. The eLearning will load in the same window so please don't exit out!

There is no save button-  
**It saves automatically!**

# Booking onto a Classroom Session



Home / Courses / Core Skills / Mandatory and Statutory / Resuscitation Adult Level 2

Turn editing on

## Resuscitation Adult Level 2

Welcome to the Resuscitation Adult Basic Life Support course page. Below are the resources necessary to gain compliance. If there is a view icon this means you can click into the content to view it. When there is a tick in the right hand corner of the box you have successfully completed the activity but there may be others you need to do.

eLearning

Classroom Sessions for Equipment Familiarisation

Classroom Sessions for New Doctors

Feedback

Certificate

Resources

**COURSE RATING**

★★★★★

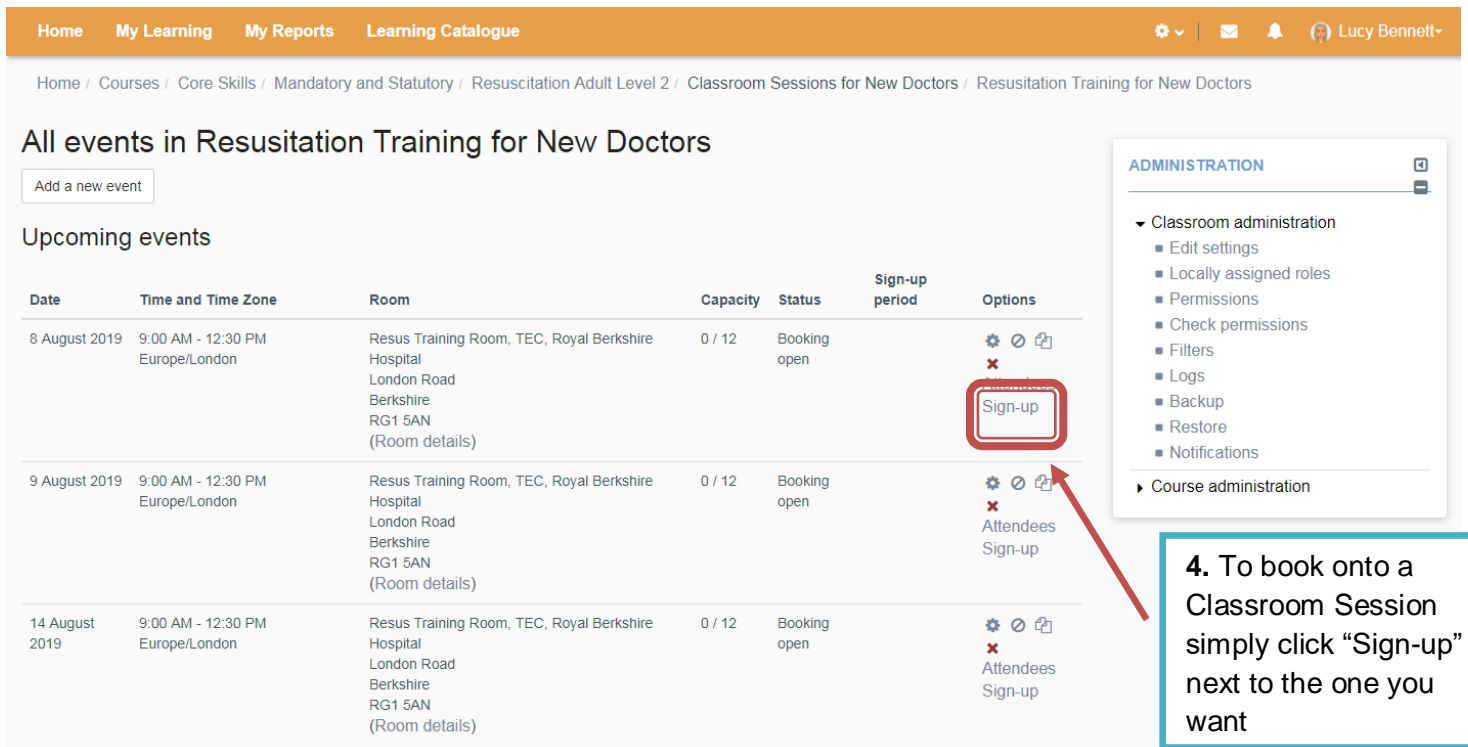
0 stars | 0 reviews

You have not yet rated this course.

**ADMINISTRATION**

2. To book yourself onto a Classroom Session simply click "View" when in the course you need

1. For some courses you may need to book onto Classroom Sessions- Such as Resuscitation. This could be as well as other activities such as eLearning or a quiz, or instead of












Home / Courses / Core Skills / Mandatory and Statutory / Resuscitation Adult Level 2 / Classroom Sessions for New Doctors / Resuscitation Training for New Doctors

## All events in Resuscitation Training for New Doctors

Add a new event

### Upcoming events

Date	Time and Time Zone	Room	Capacity	Status	Sign-up period	Options
8 August 2019	9:00 AM - 12:30 PM Europe/London	Resus Training Room, TEC, Royal Berkshire Hospital London Road Berkshire RG1 5AN (Room details)	0 / 12	Booking open		   <b>Sign-up</b>
9 August 2019	9:00 AM - 12:30 PM Europe/London	Resus Training Room, TEC, Royal Berkshire Hospital London Road Berkshire RG1 5AN (Room details)	0 / 12	Booking open		   Attendees Sign-up
14 August 2019	9:00 AM - 12:30 PM Europe/London	Resus Training Room, TEC, Royal Berkshire Hospital London Road Berkshire RG1 5AN (Room details)	0 / 12	Booking open		   Attendees Sign-up

**ADMINISTRATION**

- Classroom administration
  - Edit settings
  - Locally assigned roles
  - Permissions
  - Check permissions
  - Filters
  - Logs
  - Backup
  - Restore
  - Notifications
- Course administration

4. To book onto a Classroom Session simply click "Sign-up" next to the one you want

3. This page now shows you all the potential Classroom Sessions that are running- called "events". This shows you the date, time, room, room capacity, and whether they are open for bookings.

## Sign-up for Resuscitation Training for New Doctors

**Event date/time**  
8 August 2019, 9:00 AM - 12:30 PM Europe/London

**Duration**  
3 hours 30 mins

**Room**  
Resus Training Room, TEC, Royal Berkshire Hospital  
London Road  
Berkshire  
RG1 5AN  
(Room details)

**Maximum bookings**  
12

See attendees  
There are required fields in this form marked \*.

Requests for session organiser

Receive confirmation by\*

Do not send confirmation

Sign-up

Cancel

5. This page just shows you the Classroom Session overview and gives you a chance to choose whether you are emailed a confirmation or calendar invite from the drop down menu.

6. To continue simply click "Sign-up"

[Go back](#)

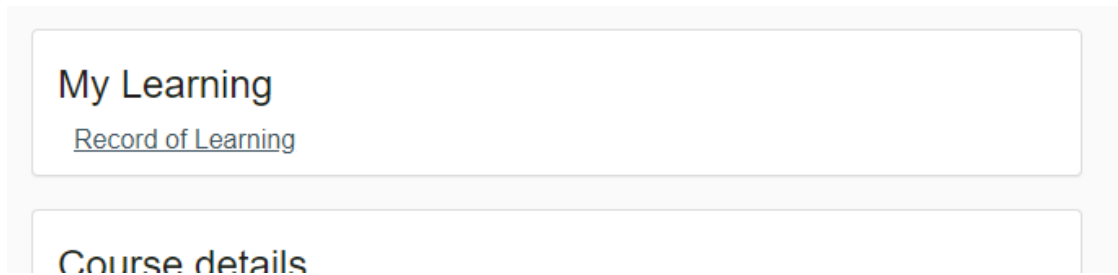
# View and Download your complete compliance record

- Go back to your "My Learning" page.
- Under your avatar (if you have set one)- click on "View Profile"

The screenshot shows the 'My Learning' page in Totara. At the top, there are navigation tabs: Home, My Learning, My Reports, and Learning Catalogue. The user's name, Lucy Bennett, is visible in the top right corner. Below the navigation, there are three compliance status cards: a green card for '0% Compliant', an orange card for '0% Expires in 90 days', and a red card for '100% Non-compliant'. The main content area is titled 'Required learning' and shows a list of courses with their status and completion date. The 'View profile' button is highlighted with a red box, and a red arrow points to it from the text above.

Certification name	Status	Completion date	Course Name	Previous completions
Equality And Diversity- Level 2	Not yet started			0
Fire Safety- Level 2	Not yet started			0
Manual Handling- Level 3	Not yet started			0
Resuscitation- Adult Basic Life	Not yet started			0

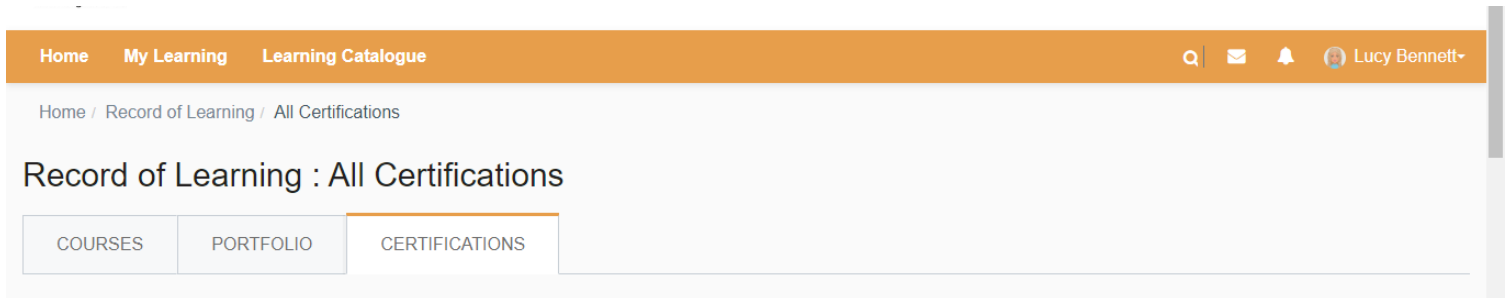
- Then scroll down and click “Record of Learning” under My Learning



- Here you can see the courses you have done- this would be mainly for Learning and Development Courses or ones that are not requirements for your job role

Fire Safety Level 1	1	0%
Health, Safety and Welfare Level 1		0%
Infection Prevention and Control Level 2		0%
Information Governance Level 1		0%
Introduction to Mindfulness		0%
Manual Handling for Clinical Staff and Specialist Roles		0%
Manual Handling for Inanimate Load Handlers		0%
Medical Gases		0%
Mental Capacity Act		0%
ReSPECT Process		100% 12 Dec 2019

- Click on Certifications at the top of the page





- Here you can see a record of your learning, this includes when you completed it and when you expire. Window opens means when you are allowed to complete it again. If you complete anything before your window opens it won't show as a completion until your window is open and then will calculate your new expiry date.

Equality, Diversity and Human Rights - 3 Years	15 April 2021, 12:00 AM	Certified	16 Jul 2018	15 Apr 2021	16 Apr 2018	1	0%
			Open				
Fire Safety- 1 Year	02 December 2020, 2:34 PM	Certified	2 Mar 2020	2 Dec 2020	2 Dec 2019	2	0%
			Open				
Health, Safety and Welfare - 3 Years	04 July 2020, 12:00 AM	Certified	5 Oct 2017	4 Jul 2020	5 Jul 2017	1	0%
			Open				
Infection Prevention and Control - Level 1 - No Renewal	05 July 2067, 12:00 AM	Certified	5 Oct 2017	5 Jul 2067	5 Jul 2017	1	0%
			Open				



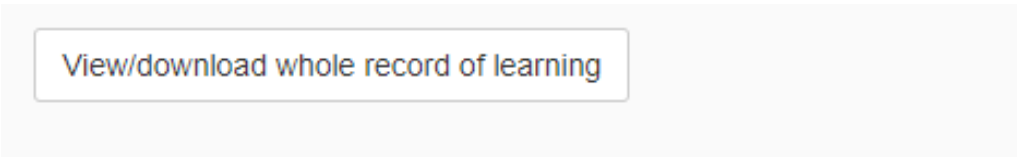
- To download this completion, click on the Export button on the bottom of this page

 Safeguarding Children - Level 1 - 3 Years	05 July 2020, 12:00 AM	Certified	6 Oct 2017	5 Jul 2020	6 Jul 2017	1	0%
 Trust Core Induction	06 July 2067, 12:00 AM	Certified	6 Oct 2017	6 Jul 2067	6 Jul 2017	1	0%

Export as

[View/download whole record of learning](#)

- To view your complete record of learning, including previous completions click on “view/download whole record of learning” just below the export button



- Once on this page you can then click “Download PDF”